

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

May 1 - September 30, 2007

Today's Date
County
Contract Organization Name

Your Name

Your Mailing Address
City, State, Zip
Your Work Phone Number
Fax
Your Work Email Address

30-Oct

Converse

Solutions For Life

Jane Osborne

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Douglas, Wyoming 82633

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358-2737

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Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

For information call 1-800-535-4006
or 307-777-6494

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07			
2	Supervise SPF staff/staff evaluation (note dates and any notes)				8/31/2007
3	Name, title, and phone number of the staff's supervisor				Peggy Wiley, SFL Director 358-2846
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)				NO
5	Staff training and paid travel (list all training paid under the contract, dates, traveler name, amount)			June 26, 2007 & September 10	Jane Osborne - Strategic Planning Work Session in Lander & Implementation Planning Work Session in Cheyenne
6	Notify the Division of any board of directors/staffing changes				Staffing Change - Anna Grilley, GPC resignation upon completion of needs assessment
7	Other Contract Work Agreements (report details)				
8	Complete agreement with SPF-TAC			Sep-07	
9	Other				

B Needs Assessment Activities					
1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007			
2	Needs Assessment Instrument Received	Feb or March 2007			
3	Data Collection		100%	May-07	
4	Data Analysis		100%	May-07	
5	Priorities Identified		100%	May 29, 31, 2007	Via community meetings in Glenrock & Douglas
6	Needs Assessment Sent to SAD	1-Jun-07	100%	15-Jun-07	
7	Receive SAD Comments @ Needs Assessment	15-Jun-07	100%	26-Jun-07	
	Revise Needs Assess/Submit Final				
8	Other		100%	11-May-07	Wysac Site Visit Completed - Kay Lang

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities				Monthly meetings, data collection, resource assessment, identification of priorities, strategic planning
2	Community Advisory Council Meetings List dates & number of people who attended <i>See below for membership report</i>			May, June, July, August September 2007	DOUGLAS HRC May 8: 17 Attendees, Jun 12: 14 Attendees, Jul 10: 14 Attendees, Sep 11: 18 Attendees, GLENROCK HRC May 16: 15 Attendees Jun 20: 16 Attendees Jul 18: 13 Attendees Sep 19: 17 Attendees

3	Budget and Funding Approved by CAC (<i>attach minutes</i>)				
4	Community Resource Assessment note date and attach report			May-07	Results from previous community assessments were combined rather than initiate another assessment.
5	Present Findings/Process to Community		100%	May 29,31, 2007	Needs Assessment Results presented to Glenrock, Douglas
6	(Optional) local SAPST and/or CADCA Training for SAC/Community				
7	Briefly describe how the community was involved in the SPF process during this reporting period		100%		Community meetings were held to disseminate needs assesment data, identify priortites and resources followed by work meetings to develop the county strategic plan
8	Other CAC/Infrastructure				

D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07	100%	Jun 26-28	Jane Osborne
	Receive Strategic Planning Materials from SAD	7-Jul	100%	Jun 26-28	
	Research Evidence Based Strategies		100%	Aug-07	
	Match Strategies to Data/Needs		100%	Aug-07	
	Write Strategic Plan		100%	Aug-07	
	Submit Strategic Plan to SAD		100%	4-Sep-07	
	Receive SAD Comments/Revise/Final Plan	31-Aug-07	100%	Sep-07	
	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
E	Implementation (only with SAD approval)				

F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07			
2	May 15: Submit Expenditure Report to SAD	15-May-07			
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			Postponed
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07			
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07	100%	30-Oct-07	
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07	100%	11-Oct-07	
7	Complete evaluation agreement with WySAC	30-Mar-07	100%	Jul-07	
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews		100%	11-May-07	
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
G	Other Information				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				NONE
2	Restricted activities (report any approval requested and received for these)				
	fairs/brochures/educational materials				
	media				Postpone September newspaper article as "drug court" program info could not be release until October.
3	Please note any significant changes from the budget submitted in the application.				
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				Having our county come together to develop a strategic prevention plan to reduce underage alcohol use and adult binge drinking.

